Employee Space
Welcome to Employee Self Service

Career Actions
Manage my
Profile
View my
Compensation
Browse the
Job Openings

Alerts
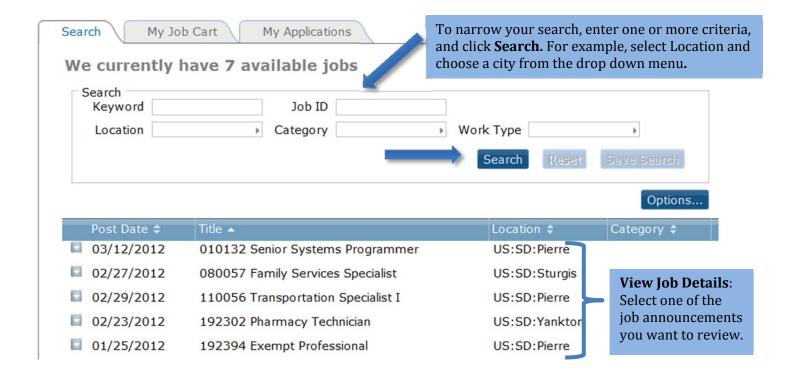I have no alerts.

View open positions

Review and modify your profile:
Update your profile before you apply for a job. Modifications made from this location will appear on every job application.
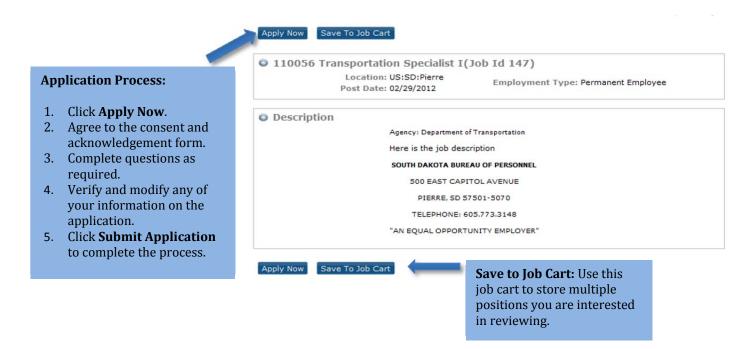
* Changes to your profile made **within the job application** will only reflect that application.

Personal Actions
Change my
Password

Locate Employee Space

1. Go to http://bop.sd.gov.
2. Click **Employee/Manager Self Service** from the left menu bar.
3. Click **HR Portal Login**.
4. User Name is your 6 digit employee number.
5. Password is the last 4 digits of your SSN plus the 2 digit month and day of your birthday (mmdd).
6. Click **Employee/Manager Space** in the left menu bar.
7. Continue to Employee Space and login.

Search	My Job Cart	My Applications

We currently have 7 available jobs

To narrow your search, enter one or more criteria, and click **Search.** For example, select Location and choose a city from the drop down menu**.**

Search

Keyword		Job ID	
Location		Category		Work Type	

Search   Reset   Save Search

Options...

Post Date	Title	Location	Category
03/12/2012	010132 Senior Systems Programmer	US:SD:Pierre	
02/27/2012	080057 Family Services Specialist	US:SD:Sturgis	
02/29/2012	110056 Transportation Specialist I	US:SD:Pierre	
02/23/2012	192302 Pharmacy Technician	US:SD:Yankton	
01/25/2012	192394 Exempt Professional	US:SD:Pierre	

View Job Details: Select one of the job announcements you want to review.

Apply Now   Save To Job Cart

○ 110056 Transportation Specialist I(Job Id 147)

Location: US:SD:Pierre
Post Date: 02/29/2012

Employment Type: Permanent Employee

○ Description

Agency: Department of Transportation

Here is the job description

SOUTH DAKOTA BUREAU OF PERSONNEL

500 EAST CAPITOL AVENUE

PIERRE, SD 57501-5070

TELEPHONE: 605.773.3148

"AN EQUAL OPPORTUNITY EMPLOYER"

Apply Now   Save To Job Cart

Application Process:

1. Click **Apply Now**.
2. Agree to the consent and acknowledgement form.
3. Complete questions as required.
4. Verify and modify any of your information on the application.
5. Click **Submit Application** to complete the process.

Save to Job Cart: Use this job cart to store multiple positions you are interested in reviewing.

Locate Job Cart:
From the complete job listings page click **My Job Cart** to view all stored job requisitions.

Job Opportunities

Search   My Job Cart   My Applications

Check status of Job applications:
Select **My Applications.**

Always use this back button to prevent Lawson from logging off.

Back

Apply Now   Send To A Friend   Save To Job Cart